

## **Tips for a Successful Audio Conference**

### **Reservationless Audio**

- Enter the meeting early to ensure participants can access your meeting at the scheduled start time.
- Specify the time zone in meeting invites to avoid meeting delays and confusion.
- Speak clearly and use a high quality speakerphone or the handset.
- Avoid placing your line on hold in order to prevent “music on hold” being played in the conference
- Mute all participants in non-collaborative meetings to minimize background noise.

### **Operator Assisted**

- To avoid meeting delays, have Dial Out participants available 5 minutes prior to the start of your meeting.
- Schedule extra lines in case you invited additional guest to your meeting
- If the time of your conference needs to be changed, please contact reservations
- Often when you schedule a new conference call your dial-in number and password will change. Please be sure to communicate your new conference information to your attendees
- Always use the pound key (#) after entering your password
- To improve sound quality avoid speaker phones, cellular phones and check your headset equipment
- Please identify yourself if you are the moderator of the meeting

### **Passcode:**

- To avoid meeting delays, have the passcode for the conference at your fingertips
- Schedule extra lines in case you invited additional guest to your meeting
- If the time of your conference needs to be changed, please contact reservations
- Often when you schedule a new conference call your dial-in number and password will change. Please be sure to communicate your new conference information to your attendees
- Always use the pound key (#) after entering your password